

STATE EMERGENCY RESPONSE COMMISSION INFORMATION & TECHNOLOGY COMMITTEE

Meeting Minutes

November 6, 2019
Delaware State Fire School

Attendees

	Voting Members
	David Irwin – Chair
	Bob Pritchett – DNREC/EPCRA
	Vinnie Miller – DSFS
	Mollee Dworkin – DHSS
	Mike O’Malley - DEMA
	Chip Stevenson – Sussex LEPC
	Brandon Olenik – Kent LEPC
	Bill McCracken – New Castle LEPC
	Non-Voting Members
	Bill Davis – DNREC/EPCRA

1. ***Call to order*** - The meeting was called to order at 10:05 a.m., a quorum was confirmed, notice had been posted on the State’s Public Meeting Calendar one week prior, and the agenda had been posted on two of the building’s entrances.
 2. ***Approval of Agenda*** – A motion was made to accept the proposed agenda for the day’s meeting, and it was unanimously approved.
 3. ***Approval of minutes from previous meeting (8/14/19)*** - a motion was made to accept the *Draft Meeting Minutes of August 14th*, and it was unanimously approved.
4. **Topics**
- a) ***Program User accounts*** (B. Davis)

Per an action item from the previous SERC-IT meeting, on September 16th, 2019 a batch email was sent to most *Program User* accounts (those other than submit accounts for facilities and accounts assigned to fire departments) instructing users to log in by November 1st if they wished to continue their account. As of November 4th, of approximately 130 affected accounts, 43 had been logged into; leaving a list of 87 accounts for potential deletion.

Because of recent changes to the software license, the shortage of *program user* accounts has been averted. Those accounts identified for potential deletion will be contacted to confirm that the account is no longer needed.

b) Outreach and training to Fire Departments/Companies on use of T2M

V. Miller confirmed that the soft-target date of February 2020 for a draft training module was still correct.

In a related effort, Mike O'Malley will follow-up on DEMA developing a "Tool Box" web page for response/planning, which will include a link to *TierIIManager*TM.

c) Re-distribution of current SERC/LEPC web pages

Per an action item from the previous SERC-IT meeting, DNREC has separated its web content and has created a series of new webpages:

<https://dnrec.alpha.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/>

<https://dnrec.alpha.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/online-reporting/>

<https://dnrec.alpha.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/data-information/>

<https://dnrec.alpha.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/tri/>

The SERC and LEPCs are to create their own web content (to be in place by January 2); the previous web pages are:

<https://dnrec.alpha.delaware.gov/serc/>

d) SERC IT “*Living Document*”

The purpose of the *Living Document* is to:

“describe and designate tasks associated with the Tier II Manager™ system in Delaware, as well as other EPCRA related information management issues (like SERC policy on public requests for EPCRA Information, procedures and documentation for 304 notifications to LEPC mailboxes, etc.), so that (1) all roles are understood and executed, and (2) to aid succession planning.”

While some portions were skipped (such as Section 2.14), the draft *Living Document* was reviewed & edited up to Section 2.16, pending discussions at the upcoming SERC Planning & Training Committee meeting regarding expectations for use of the system.

During discussion on the history section of the *Living Document*, several tasks were identified for follow-up, outside the scope of the SERC-IT Committee:

- SERC statutory scope per Delaware Code Title 29, Chapter 82, Sections 8223-8230 (a.k.a. the “Hazardous Materials Transportation Act of 1979”) to be reviewed by DEMA (O’Malley) <https://delcode.delaware.gov/title29/c082/index.shtml>
- DHSS *Worker Right-to-Know* program, (a.k.a. the “*Hazardous Chemical Information Act*”) to be reviewed (Dworkin) <https://delcode.delaware.gov/title16/c024/index.shtml>
- Statutory language regarding fire service physicals in Title 16 Chapter 63 Section 6311(b) to be reviewed (Irwin) <https://delcode.delaware.gov/title16/c063/index.shtml>

5. *New Business* – None

6. *Adjournment* – The meeting was adjourned at about 11:35 a.m.